University of Massachusetts at Boston Bulletin

Continuing Education

Spring, 1990

Issued Fall, 1989

UMass Boston
Division of Continuing Education
Harbor Campus
Boston, MA 02125-3393

Second Class
Postage is
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Boston, MA
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Your public university offers credit and non-credit courses at convenient times and locations for your personal growth, professional development, and college degree requirements.

Evening classes at these off-campus locations: Beverly, Bourne, Braintree, Downtown Boston, Franklin, Hanover, Hingham, Watertown, and West Roxbury. Saturday classes at UMass/Boston's Harbor Campus and Downtown Center.

For more information, call 929-7900.

New Site this spring! Snowden International School at Copley Square in Back Bay Boston!!

25 years
UMass Boston
Celebrating a quarter century of urban education

How to Use this Bulletin

This Bulletin describes credit courses offered by UMass/Boston's Division of Continuing Education. These courses are offered during the evening at a number of off-campus sites, and—primarily on Saturday mornings—at the University's Downtown Center and Harbor Campus. Schedule information for each course appears in the course description section that begins on page 4, and also in the listing of courses by location that begins on page 8. The academic calendar and registration procedures outlined on pages 2 and 3 apply only to Continuing Education credit courses. The academic calendar and registration procedures for the Division's special programs are described in the section called "Special Programs" beginning on page 10.

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Continuing Education Credit Courses: Academic Calendar, Site Locations

Registration Deadline	January 26
Late Registration*	January 29–February 2, or first class meeting
Off-Campus Classes Begin	Week of February 5
Saturday Classes Begin	February 10
Add/Drop Deadline	February 17
Vacation– Off-Campus Classes	Week of February 19 Week of April 16
Vacation– Harbor Campus and Downtown Center Classes	March 24
Midsemester	March 22
Pass/Fail Deadline	April 6
Withdrawal Deadline	April 6
Saturday Classes End	May 12
Off-Campus Classes End	Week of May 14
Final Exams for Saturday Classes	May 19
Final Exams for Off-Campus Classes	Week of May 21
Summer 1990 Registration Deadline	May 11

*$25 late fee. (For details, see "Late Registration", page 4.)

Courses for the spring semester will be offered at the following locations:

UMass/Boston Harbor Campus
Directions: Southeast Expressway (south) to Exit 15, Columbia Road; Southeast Expressway (north) to Exit 14, Morrissey Boulevard; follow signs. MBTA Red Line to JFK/UMass station.

UMass/Boston Downtown Center
Arlington & Stuart Streets (Park Plaza) Boston
Directions: Arlington Street to Stuart Street. MBTA Green Line to Arlington station.

Beverly
North Shore Regional Vocational High School
20 Balch Street
Directions: Route 128 to Route 1A south; right onto Balch Street.

Copley Square, Boston
Snowden International School
150 Newbury Street
Directions: Newbury Street to Dartmouth Street. MBTA Green Line to Copley station.

Bourne
Upper Cape Cod Vocational Technical High School
220 Sandwich Road
Directions: Route 6 to Exit 1S, Sandwich Road.

Braintree
Braintree High School
128 Town Road
Directions: Route 128 to Route 37 south; take Granite Avenue at "Five Corners" intersection; left onto Town Road.

Franklin
Tri-County Regional Vocational Technical High School
147 Pond Street
Directions: Route 495 to Route 140; left onto Pond Street.

Hanover
South Shore Regional Vocational Technical High School
Webster Street
Directions: Route 3 to Route 53 north to Route 123 west (Webster Street).

Hingham
Hingham High School
41 Pleasant Street
Directions: Route 228 becomes Main Street in Hingham; take right fork to Pleasant Street.

Watertown
Watertown High School
51 Columbia Street
Directions: North Beacon Street (Route 20) to Columbia Street.

West Roxbury
West Roxbury High School
1205 V.F.W. Parkway
Directions: Follow Route 1 (Fenway, Riverway, Jamaicaway, Arborway, Centre Street) to VFW Parkway.

For more detailed directions to any site, please call the Division of Continuing Education at 617 929-7900.

For information on registration, see "Registering for Continuing Education Courses", page 3.

Please Note: Improperly completed forms and/or checks cannot be accepted, and therefore will be returned unprocessed.

Registration Form for Continuing Education Credit Courses

Please be sure to provide the numbers requested below. They are needed for coding purposes.

Social Security # ___ ___ ___ UMass/Boston ID # (if any): ___

Name ___
Last First Middle Initial

Address ___
No. Street City State Zip

Student Status

O Undergraduate O Graduate ___
Bachelor's Degree Received From

Current UMass/Boston student?

O Non-Degree-Seeking
O Matriculated ___
Major

Studying in UMass/Boston's RN Program?

O Non-Degree-Seeking
O Matriculated

Student at other college or university?

O Yes O No If Yes, where? ___

Sex

O Male O Female

Date of Birth ___
Mo Day Year

Residency Status

O In State O Out of State O Foreign

Veteran Status

O Veteran O Non-veteran

Student Visa

O Yes O No

Daytime Phone: ( ) ___

Evening Phone: ( ) ___

Ethnic Survey Information (Required by Federal Government)

A. American Indian/Alaskan Native
B. Black Non-Hispanic
C. Asian or Pacific Islander
D. Hispanic
E. Non-resident Alien
F. White Non-Hispanic
G. Do not wish to report
H. Cape Verdean

Course Selections

Sched. No.	Dept.	Title	Site	Credits		Lab Fee (if any)	Total Course & Lab Fee
					× $65.00 +		=
					× $65.00 +		=
					× $65.00 +		=
					× $65.00 +		=

MasterCard and VISA Only

The University of Massachusetts at Boston, Division of Continuing Education, will accept MasterCard or VISA for payment of fees. If you would like to make use of this service, please provide the information requested.

Account No.

Expiration Date

Student's Name (Print)

Student's Signature

Print name of person to whom card was issued if different from above

If a student withdraws or a course is cancelled, the refund will be made only as a credit to the student's MasterCard or VISA account.

Full payment must accompany all registrations.

Method of Payment

O VISA O MasterCard
O Check O Other

Make checks payable to University of Massachusetts—Continuing Education

Send checks and forms to:
Division of Continuing Education
Box C
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125-3393

For Office Use

Rec'd. Date:

Batch: Bank No.

Course Fee

Undergraduate $65.00/credit

Please Note:

This form is to be used only when registering for Continuing Education *credit* courses, offered evenings off-campus and Saturdays at the University's Downtown Center. For non-credit, special programs, please use the special program registration form. For information about registering for Extended Day (on-campus evening) courses, see page 3.

Please calculate payment below.

Course and Lab Fees (total)

Total Service Fees $25.00

Subtotal

Late Fee (if applicable) $25.00

Total Payment Enclosed

When you use this form to register by mail, your cancelled checks will be your receipt.

Improperly completed forms and/or checks cannot be accepted, and therefore will be returned unprocessed.

A1	T1	#CR	Total Charge
B7	O1	BRN	Total Payment

Opportunities for Adult Learners

As greater Boston's only public university, the University of Massachusetts at Boston is committed to providing opportunities for all persons seeking access to quality higher education in the area it serves. The University has undertaken a special commitment to those adults beyond traditional "college age" who have daytime obligations and responsibilities at work and at home. This commitment is demonstrated by the evening off-campus, Saturday morning, and summer course offerings of the Division of Continuing Education, and by the University's Extended Day schedule of late afternoon and evening courses offered at the Harbor Campus. Many courses are open both to degree-seeking (matriculated) students and to non-degree-seeking students. UMass/Boston students are free to combine day, evening, off-campus, Saturday, and summer classes to suit their individual needs.

● Continuing Education Courses

Introductory and intermediate-level courses in many disciplines are offered by the Division of Continuing Education on weekday evenings and Saturday mornings. These courses are particularly suited to the needs of the adult who may wish to begin or return to a previously interrupted college educational experience. The program also schedules courses specifically for nurses and for vocational educators.

● Special Programs

The Division of Continuing Education also conducts many non-credit special programs—courses, workshops, seminars—both on and off campus, in order to serve various business and professional groups, individuals seeking instruction in specialized fields, and those who simply wish to explore new areas of interest. Many programs are the result of the Division's cooperation with groups and institutions in the larger community. The Division can also assist professional groups in organizing and conducting conferences, workshops, and seminars; and welcomes proposals or suggestions for additional activities it might sponsor. Finally, through a special program in cooperation with the University of Rhode Island's Graduate School of Library and Information Studies, the Division of Continuing Education offers, for credit, courses in Boston that meet requirements for the University of Rhode Island's master's degree in Library and Information Studies.

● Summer Courses

Each summer, the Division of Continuing Education offers hundreds of day and evening courses at the University's Harbor Campus and Downtown Center. Summer session courses provide an opportunity for degree-seeking students to accelerate their progress, and for both degree-seeking and non-degree-seeking students to take courses that are unavailable to them or do not fit their schedules during the regular academic year.

● Extended Day Courses

Through the Extended Day Program, a wide variety of undergraduate and graduate courses is offered from 4:00 to 10:00pm at the University's Harbor Campus. These courses are particularly suited to the needs of persons who are seeking UMass/Boston degrees. A number of undergraduate majors and graduate programs can be completed by students taking courses entirely within the Extended Day schedule. However, many students also enroll for professional advancement or personal enrichment, or simply to experience University life before applying for admission.

How to Learn More

● Continuing Education Courses

For further information about evening off-campus, Saturday, or summer courses offered through the Division of Continuing Education; and for information about all special programs, please call Mary Lang Crumlin in the Division of Continuing Education at 929-7900. Ms Crumlin is available for advising during the day or evening, by appointment, at the Division of Continuing Education's Harbor Campus Office (Wheatley Hall, 2nd floor, room 203).

● Extended Day Courses

For further information about late afternoon and evening courses at the Harbor Campus, or about degree programs which can be completed entirely through evening study, please call the Office of New Student Services at 929-8600.

● Admission to the University

For further information about admission requirements for older students, or for general information about admissions, call UMass/Boston's Admissions Office at 929-8000.

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This publication was produced and distributed at no cost to the Commonwealth of Massachusetts. The Division of Continuing Education receives no state funds to support its operations. All expenses are met with funds generated by its programs.

The University of Massachusetts at Boston is an affirmative action/equal opportunity employer and prohibits discrimination in all its policies and programs, on the basis of race, color, sex, age, religion, national origin, sexual orientation or preference, handicap condition, or veteran status. All inquiries regarding Title IX of the Educational Amendments of 1972 and/or Section 504 of the Rehabilitation Act of 1973 may be directed to the Director of Affirmative Action, University of Massachusetts at Boston, Harbor Campus, Boston, MA, 02125 (617 929-7075). Inquiries regarding the application of the non-discrimination policy may also be directed to the Coordinator or the Assistant Secretary for Civil Rights, US Department of Education.

The University of Massachusetts at Boston is accredited by the New England Association of Schools and Colleges, which accredits schools and colleges in the six New England states. Membership in the Association indicates that the institution has been carefully evaluated and found to meet standards agreed upon by qualified educators. The University of Massachusetts at Boston is a member of the North American Association of Summer Sessions and the National University Continuing Education Association.

Registering for Continuing Education Courses

● Who May Enroll

UMass/Boston undergraduate credit courses are open to: 1) students who may be considering matriculation into a degree program at UMass/Boston or elsewhere; 2) students matriculated at other institutions who will use UMass/Boston credits to meet degree requirements at their home institutions; and 3) matriculated UMass/Boston students. Anyone who has graduated from high school or who has earned a high school equivalency certificate is invited to begin or continue taking courses at UMass/Boston. Please see the regulations on page 10 governing academic retention standards for degree-seeking and non-degree-seeking students.

The University assumes that students registering for undergraduate courses will accurately assess their ability to do college work. Students should be aware, however, that they are responsible for meeting prerequisites for certain courses.

If a student's ultimate goal is to obtain a UMass/Boston degree, it is to the student's advantage to apply for formal admission (matriculation) as early as possible. Most part-time students matriculate after having completed their first two or three courses; when they do matriculate, they can choose to attend full-time or to remain part-time. Matriculated students are assured that their degree requirements will not be affected by subsequent changes in the University's curriculum; consequently they find it easier to plan schedules including courses that meet their individual requirements. Matriculated students may also change from one degree program to another, and may proceed toward the degree at their own pace. *All UMass/Boston courses offered for credit, during the fall, the spring, or the summer semester, whether on- or off-campus, day or evening, are equivalent in content and method of instruction.*

● Registration by Mail or Telephone

Registration in advance by mail or telephone is the preferred method of enrolling in Continuing Education courses. The Division of Continuing Education must cancel classes which do not generate sufficient income to pay faculty salaries and overhead expenses. Early registrations enable the Division to determine whether sufficient interest exists to keep an underenrolled course open past the registration deadline.

To register by mail, fill out the form on the opposite page. Full payment must accompany the registration form (See "Payment of Course and Service Fees," page 4).

To register by telephone, you must charge fees to a MasterCard or VISA account. Please call 617 929-7933.

● Walk-In Registration

Students who would rather register in person may do so on the dates and at the times listed below. *Please note: For your convenience, you may register at any site listed for courses offered there or at any other location.* If any on-site registration session is cancelled due to weather conditions, it will be held on the same day and at the same time the following week.

UMass/Boston
Harbor Campus
Division of Continuing Education
2nd Floor, Wheatley Hall
Room 203
Mondays–Thursdays,
8:30am–7:00pm
Fridays, 8:30am–4:00pm
(Please note schedule change during intersession: Dec 26-Jan 19, M–Th 8:30am–6:00pm; F 8:30am–4:00pm)

UMass/Boston
Downtown Center
Arlington & Stuart Streets
(Park Plaza), Boston
January 20
10:00am–12:00noon

Copley Square, Boston
Snowden International School
150 Newbury Street
January 25
6:00–8:00pm

Braintree
Braintree High School
128 Town Road
January 22
6:00–8:00pm

Hingham
Hingham High School
41 Pleasant Street
January 23
4:00–7:00pm

West Roxbury
West Roxbury High School
1205 V.F.W. Parkway
January 22
6:00–8:00pm

Full payment by check or credit card is due at the time of registration. Cash payments, to be made at the Bursar's Office on UMass/Boston's Harbor Campus, can be accepted only for walk-in registration at the Continuing Education Office.

To avoid paying a $25.00 late fee, you must register, by mail, by telephone, or in person, by January 26.

Registering for Continuing Education Courses

Late Registration

Late registration for Continuing Education courses will take place January 29–February 2 at the Continuing Education Office on UMass/Boston's Harbor Campus (Wheatley Hall, 2nd floor, room 203) from 8:30am to 7:00pm (M–Th), 8:30am to 4:00pm (F), and during the first class meeting at all other locations. For your convenience, you may register late at the Continuing Education Office for courses offered at any site.

Mathematics Placement Test

Students registering for any mathematics course must first take a diagnostic test to assure proper placement. The diagnostic test can be taken from 10:00am to 4:00pm, Monday through Friday, at the Continuing Education office on the University's Harbor Campus. Please make an appointment by calling 929-7900. The test may also be taken at any location during walk-in registration periods as designated in the schedule above.

Course and Service Fees

Undergraduate Course Fee	$65.00 per credit
Graduate Course Fee	$80.00 per credit
Registration Fee	20.00
Educational Service Fee	5.00
Late Registration Fee (when applicable)	25.00
Bad Check Fee (when applicable)	25.00

Payment of Course and Service Fees

Students must pay in full before their registrations will be accepted. No payment will be accepted after the Add/Drop deadline of the session for which payment is intended. Students may use the following methods to make payments:

Check:
Please make checks payable to the University of Massachusetts at Boston—Continuing Education. A payment of course and service fees made with an unacceptable check will result in administrative withdrawal, an additional bad check fee of $25.00, and referral to a collection agency, which may result in liability for the payment of a collection fee (bad checks include those on which payment is stopped).

MasterCard or VISA:
The University of Massachusetts at Boston will accept payment by MasterCard or VISA for all course and service fees. The minimum acceptable MasterCard or VISA payment is $25.00. Please fill out the appropriate section of the registration form when registering by mail.

Cash:
Cash payments can be made ONLY at the Bursar's Office at the Harbor Campus (Robert H Quinn Administration Building, 2nd Floor; M-F 9:00:am-3:30pm.) The Bursar's Office will give you a receipt, which you must submit with your registration form. Please note: Cash payments will not be accepted at any other location.

Payment by Outside Agencies:
If a student's charges are to be paid by an outside agency, his or her registration must be accompanied by a payment authorization form from that agency unless one is already on file in the Bursar's Office. Students are reminded that they are liable for all course and service fees in the event that the sponsoring agency does not provide payment.

Course Fee Waiver and Remission Policy

The Division of Continuing Education will honor course fee waivers and remission of course fees for those persons meeting the eligibility requirements described below, providing the courses they wish to take are adequately supported by fees from paying students, and providing space is available in these courses. Credit course fee waivers and remission of credit course fees apply only at the standard rate of $65.00 per undergraduate credit and $80.00 per graduate credit. Thus, in the case of a credit course with extraordinary costs necessitating a higher than standard course fee, course fee waivers and remission will be granted for only the amount of the standard course fee. Registration fees, service fees, and other mandatory fees, except in the case of senior citizens, must be paid in full. Anyone wishing to apply for course fee waivers or remissions must do so when registering for courses: the policy is not retroactive. See the academic calendar for appropriate registration times. Vietnam-era veterans are eligible for course fee waivers under the following conditions:

1) They must be matriculated in a program leading to a degree or certificate.
2) They must have not used their course fee waiver for more than 130 credits.
3) If they did not enter the service while residing in the Commonwealth of Massachusetts, they must file an affidavit under oath attesting to their having resided in the Commonwealth for two consecutive years immediately preceding enrollment.
4) They must have their registration form approved by UMass/Boston's Veterans Affairs Office.

Senior citizens are eligible for a waiver of all fees upon submission of a notarized Senior Citizen Affidavit at the time of registration.

Most full-time state employees are eligible for a 50% course fee remission upon submission of a properly completed "Certificate of Eligibility" at the time of registration (part-time state employees are eligible for a 25% course fee remission). State employees wishing to determine if they are eligible for a tuition remission should contact their personnel office.

Full-time employees of public higher education, their spouses, and their dependent children are eligible for a 50% course fee remission upon submission of a properly completed "Certificate of Eligibility" at the time of registration (part-time employees of public higher education, their spouses, and their dependent children are eligible for a 25% course fee remission). The Division cannot honor waivers issued to cooperating practitioners by the state-funded programs of the University of Massachusetts at Amherst, Boston, or Worcester.

The Career Enhancement Certificate Program

The Program

The Division of Continuing Education's Career Enhancement Certificate (CEC) is for those seeking to increase their effectiveness on the job and further develop their career opportunities. In addition, students whose specific educational goals are not yet decided may find that the courses in the CEC sequence provide for them a solid foundation on which to build a future academic or professional program of study. The CEC helps enable participants to broaden their perceptions of the complexities of organizational life, to recognize the interdependence of economic and social decisions, and to sharpen their communication skills. Practical applications at the workplace receive special attention. The designation "(CEC)" at the end of a particular course description in this bulletin indicates that the course is part of the sequence leading to the Career Enhancement Certificate.

Eligibility

The CEC program is open to all individuals with a high school diploma or its equivalent who have completed English 101, who have qualified for Math 110 by taking UMass/Boston's Math Placement test, and who are currently non-matriculated students at the University of Massachusetts at Boston.

Requirements

The CEC consists of a minimum of twenty-seven credit hours of required courses. Students with previous college credits that include one or more of the CEC's required courses may substitute up to four courses from a group of acceptable electives. In all cases, students are expected to complete twenty-seven hours of required or elective courses, in order to receive the certificate.

Admission

Students wishing to participate in the CEC program should apply for admission during the semester in which they first begin to take CEC-related courses. Credit may also be allowed for up to four CEC-related courses taken prior to application. Applications and more information about the Career Enhancement Certificate program can be obtained by calling the Division of Continuing Education at 929-7900. Advisors are also available at specified times during the fall and spring semesters at Braintree and West Roxbury High Schools.

Instructional Sites

Most CEC courses are scheduled on a rotating basis at the Division of Continuing Education's Braintree and West Roxbury off-campus sites. Some, but not all, courses from the sequence are also available at other off-campus sites; and students may take some CEC courses in the fall, spring, and summer terms during the day or evening at the Harbor Campus.

Courses Leading to the Certificate

Prerequisite: Engl 101
The suggested sequence for CEC courses is:

MGT 130	Introduction to Business
Math 110	Basic Algebra
Econ 101	Introduction to Microeconomics I
Engl 102	Freshman English II
AF 210	Financial Accounting
Engl Z106	Oral Communication
AF 211	Managerial Accounting
Engl 215	Intermediate Composition
MS 110	Introduction to Computers and Information Systems*

Electives:
A student who has already completed one or more of the courses listed above may select up to four other courses as substitutes, to be chosen in consultation with an advisor from the Division of Continuing Education.

*Available only during the Harbor Campus summer sessions.

Continuing Education Courses: Descriptions, Times, Places

A Note About Course Schedules

Each of the following course descriptions is accompanied by information about the location(s) and time(s) at which the course will be offered, as well as the number of credits to be earned in the course and the course's schedule number. Schedule information about Continuing Education courses is also organized according to course locations (see pages 8–9).

A Note About Course Designations

Please note that many courses described below fulfill College of Arts and Sciences (CAS) distribution requirements, as indicated by a note following the course description that refers to the "Distribution Area" to which the course belongs. Those whose numbers are preceded by "C" are distribution courses which also meet the College's Core Requirement. Although they are open to non-degree-seeking students, all of the "distribution courses" meet specific requirements for CAS degree-seeking students. *To be sure they take distribution courses that will meet their own particular degree requirements, all CAS degree-seeking students should, before registering, pick up advising materials concerning distribution requirements from the CAS Office of Academic Support and Advising (McCormack Hall, 3rd floor, Room 625; 617 929-8220).*

Materials concerning the CAS writing proficiency requirement are also available from this office.

The designation "(CEC)" at the end of a particular course description in this bulletin indicates that the course is part of the sequence leading to the Career Enhancement Certificate. These courses are also open to other students.

A Note About Room Locations for Courses at the Harbor Campus

Information about room locations for Saturday courses at the Harbor Campus will be available the first day of classes at the Information Desk in the lobby of the McCormack Building.

Academic Skills

Academic Skills 034
Fundamentals of Algebra
This is a course for students who have mastered arithmetic but not beginning algebra. They are either students who never studied algebra in high school, or who studied it so long ago or so ineffectively that they must approach all introductory algebra topics as new rather than review material. The course's goals are to introduce students to algebraic notation and concepts so that they will be successful in Math 110, and in introductory physical and social science courses; and to help them develop successful study and test-taking techniques. The course covers algebraic expressions—their simplification, combination, and evaluation; linear equations—how to solve them, graph them, and use them to solve word problems; scientific notation and proportions. In order to pass the course students must satisfactorily complete all assigned work, miss no more than three classes, and place into Math 110 by the end of the semester.
Note: The fee for this two-credit course is $195.
Prerequisite: Math Placement Test only.

Braintree: TuTh 6:30–7:45pm, 2 Credits, Sched No 321204

Additional courses in mathematics are described on page 6.

Accounting and Finance

AF 201
Personal Finance
Introduces students to planning and managing personal and family finances. Topics covered include insurance and estate planning, relationships with banks, issues in home ownership and real estate, the fundamentals of investing in stocks and bonds, tax planning, leasing as compared with buying automobiles, and financing college education. This course cannot be counted toward finance or accounting concentrations in the College of Management.

Braintree: Th 6:30–9:00pm, 3 Credits, Sched No 319200

AF 210
Financial Accounting
Presents the theory and techniques of financial accounting. The course encompasses the basic functions of collecting, processing, and reporting accounting information for interested third parties (e.g., owners, investors, and government), and enables students to analyze, interpret, and use accounting information effectively. (CEC)

Braintree: M 6:30–9:00pm, 3 Credits, Sched No 319457
Copley: W 6:00–8:30pm, 3 Credits, Sched No 319553
Harbor Campus: S 8:30–11:00am, 3 Credits, Sched No 319508

AF 211
Managerial Accounting
Presents the theory and techniques of managerial accounting, from the particular perspective of the manager. The course covers the identification and analysis of the behavior of costs within the organization, and illustrates how managers use such knowledge for planning and control. Major topics include responsibility accounting, comprehensive and cash budgeting, and standard job order and process cost systems. (CEC)
Prerequisite: AF 210.

Braintree: W 6:30–9:00pm, 3 Credits, Sched No 319755
Harbor Campus: S 8:30–11:00am, 3 Credits, Sched No 319806

Related Program

The Auditor's Institute
The Auditor's Institute offers non-credit courses for managers of human service programs and government agencies. Please see page 12 for further information.

American Studies

AmSt C202
The Twenties
This course examines the impact of World War I and the post-war social, economic, and political environment on particular areas of American life in the 1920s: the rise of social and political intolerance; the businessman as hero and anti-hero; the "lost" generation; the "New Woman" and the "New Negro".
Distribution Area: Historical and Cultural Studies.

Braintree: M 6:30–9:00pm, 3 Credits, Sched No 320007

AmSt C206
The Sixties
The course focuses on protest and the role of youth. Who protested and why? Was the phenomenon of the sixties an aberration or part of a larger radical tradition in America? What was the impact on the seventies? Readings are drawn from participants in the student, black, feminist, and peace protest movements, from the intellectuals who defended and attacked them, and from the growing body of retrospective, analytic, and historical literature that attempts to explain what really happened in that tumultuous decade. Films are shown when appropriate.
Distribution Area: Historical and Cultural Studies.

Downtown Center: Th 6:00–8:30pm, 3 Credits, Sched No 320209

AmSt 310
Television in American Life
The American experience with television and its cultural, political, and economic implications. Topics include technological innovation, entrepreneurship, the changing cultural content of "prime-time" programming, and the public broadcasting capabilities of cable systems.

Harbor Campus: S 11:30am–2:00pm, 3 Credits, Sched No 320401

Art

Art 250
Art of the Twentieth Century
An analysis of the art of the twentieth century involves fundamental issues of form and content shared by all the arts. Taking a threefold approach — formal, critical, and historical — this course examines the development of modern painting, sculpture, and architecture, as well as the ascendant art forms of photography, video, and performance. It analyzes general theories and specific works in detail. Through class discussions, reading assignments, papers, and field trips, the student learns that the formal problems posed by twentieth-century visual art are closely related to those in literature, music, and theatre, for they are problems of structure and definition, harmony and rhythm, diction and coherence. The student thus develops critical capabilities that he or she can apply to works by Picasso or Eliot, Matisse or Ravel.
Prerequisite: Sophomore standing.
Distribution Area: The Arts.

Harbor Campus: S 8:30–11:00am, 3 Credits, Sched No 320805

Art 265
Film Analysis
Any thorough and systematic study of film, because of its essentially interdisciplinary nature, must address concerns and problems common to other forms of artistic expression such as literature, theatre, painting, and photography. The particular approach taken in this course to the study of film offers an encounter with the works that goes beyond the conventional experience of theatre and TV viewing and employs special methods of projection that permit detailed analysis by means of the use of slow motion and still frame techniques. The films thus studied include examples of classic Hollywood, contemporary American, and foreign feature films, and the documentary. The course is not primarily historical in emphasis; rather its concerns are the visual language of film, its use as the vehicle for narrative and theme, and major film types and styles. Special attention is given to the analysis and interpretation of sequences from the films studied in class.
Prerequisite: Sophomore standing.
Distribution Area: The Arts.

Harbor Campus: S 11:30am–3:00pm, 3 Credits, Lab Fee: $30.00, Sched No 320867
Please note extended class time necessary for film screening.

Biology

Biol 101
The Basis of Life
The uniqueness of life within the physical universe. The matter and energy of life, the genetic code, molecular biology, and the origin and evolution of life. An overview for students in the humanities and social sciences of those features which distinguish living organisms from non-living things. No background in the natural sciences is required.
Distribution Area: Natural Sciences.

Harbor Campus: S 8:30–11:00am, 3 credits, Sched No 321420

Biol 108
Introduction to Nutrition
Introduction to the elements of nutrition with emphasis on nutrition for humans; examination of foodstuffs and nutritional quality, physiology of food utilization, food quality regulations, and the global ecology of food production. No background in the natural sciences is required.
Distribution Area: Natural Sciences.

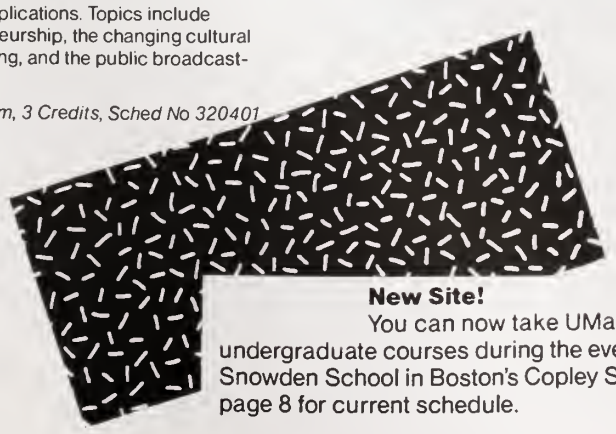
Hingham: Tu 6:30–9:00pm, 3 Credits, Sched No 321608
West Roxbury: W 6:30–9:00pm, 3 Credits, Sched No 321653
Downtown Center: S 8:30–11:00am, 3 Credits, Sched No 321704

Biol 111
General Biology I
An integrated course stressing the principles of biology. Life processes are examined primarily at the molecular and cellular levels. Intended for students majoring in biology or for non-majors who wish to take advanced biology courses.
Distribution Area: Natural Sciences.

West Roxbury: TuTh 6:00–9:00pm, 4 Credits, Lab fee: $20.00, Sched No 321906

Biol 112
General Biology II
An integrated course stressing the principles of biology. Life processes are examined primarily at the organismal and population levels. Intended for students majoring in biology or for non-majors who wish to take advanced biology courses.
Prerequisite: Biol 111.
Distribution Area: Natural Sciences.

West Roxbury: MW 6:00–9:00pm, 4 Credits, Lab fee: $20.00, Sched No 322103



New Site!
You can now take UMass/Boston undergraduate courses during the evening at the Snowden School in Boston's Copley Square. See page 8 for current schedule.

Chemistry

Chem 108
Introduction to Chemistry II
A brief survey of organic and biological chemistry. Topics include structure, nomenclature, and the nature of organic compounds. Emphasis is on preparation for biological applications. Carbohydrates, lipids, proteins, and nucleic acids are introduced The structures and metabolism of important biochemical molecules are considered.
Prerequisite: Chem 107.
Distribution Area: Natural Sciences.

Braintree: TuTh 6:00–9:00pm, 4 Credits, Lab fee: $35.00, Sched No 322305

Economics

Econ 101
Introduction to Microeconomics
A broad introductory survey in which special attention is given to the role of economic principles in analyzing and understanding current economic problems. Emphasis is placed on the functioning of markets and on examining the behavior of individual economic units such as the business firm and the consumer (microeconomics). Other areas of emphasis vary from section to section and may include industrial organization, income distribution, international trade, economics of the environment and other topics. (CEC)
Prerequisite: Math 110 or equivalent.
Distribution Area: Social and Behavioral Sciences.

Braintree: Tu 6:30–9:00pm, 3 Credits, Sched No 322507
Copley: Th 6:00–8:30pm, 3 Credits, Sched No 322603
Downtown Center: S 8:30–11:00am, 3 Credits, Sched No 322552

Econ 102
Introduction to Macroeconomics
A broad introductory survey in which special attention is given to the role of economic principles in analyzing and understanding current economic problems. Emphasis is placed on examining the overall functioning of the economy and on dealing with such matters as unemployment, inflation, and recession. Other areas of emphasis vary from section to section and may include economics of government spending and taxation, economic development, alternative economic systems, and other topics.
Prerequisite: Econ 101, and Math 110 or equivalent.
Distribution Area: Social and Behavioral Sciences.

Harbor Campus: S 11:30am–2:00pm, 3 Credits, Sched No 322805

Econ 331
Money and Financial Institutions
An economic analysis of financial institutions and markets in the US economy. Topics include the commercial banking system and other depository institutions; economic and institutional factors in the determination of the money supply; and financial markets. Emphasis is given to the formulation and implementation of monetary policy by the Federal Reserve, and to debates over current policy issues.
Prerequisites: Econ 101 and 102.

Harbor Campus: S 8:30–11:00am, 3 Credits, Sched No 323002

English

Note: Freshman English (English 101 and 102) is prerequisite for all English courses above the 100 level. These requirements may be modified or waived for certain courses; see the following course descriptions for such changes. The student who is strongly motivated to take a course for which he or she has not satisfied the prerequisites should contact the instructor for advice and permission.

Engl 101
Freshman English I
Small class instruction and practice in grammar, rhetoric, and the articulation of logical thought. Practice in writing for college courses on various kinds of topics, many from experience and observation, chosen to develop the student's confidence and ability. Readings and materials vary from section to section, but all sections require a minimum of eight 600-word papers.
Note: This course satisfies the first half of the College of Arts and Sciences writing requirement.

Braintree: MW 6:30–7:45pm, 3 Credits, Sched No 324103
West Roxbury: TuTh 6:30–7:45pm, 3 Credits, Sched No 324158
Downtown Center: S 8:30–11:00am, 3 Credits, Sched No 324209

Engl 102
Freshman English II
Continuation of Engl 101, with emphasis on topics and writing assignments of the kinds encountered in many types of college courses. Readings and materials vary from section to section, but all sections require a minimum of seven papers, including a longer research paper. (CEC)
Note: This course satisfies the second half of the College of Arts and Sciences writing requirement.
Prerequisite: Engl 101.

Hingham: MW 6:30–7:45pm, 3 Credits, Sched No 324401
West Roxbury: TuTh 6:30–7:45pm, 3 Credits, Sched No 324456
Downtown Center: S 8:30–11:00am, 3 Credits, Sched No 324507

Engl Z106
Oral Communication
This course focuses on improvement of interpersonal, small group, and public communications skills. Through readings, journals, class discussions, and other activities, we explore the following: self-concept and perception, listening and responding, language and non-verbal behaviors, interviewing, problem-solving and decision-making, formal elements of speech-making, and the evaluation of one's own and others' public messages.

Braintree: W 6:30–9:00pm, 3 Credits, Sched No 324709
Downtown Center: S 11:30am–2:00pm, 3 Credits, Sched No 324754

Engl C130
Introduction to the Art of Literature
Fiction, poetry, drama, essays—what they are and what they mean. An introduction to ways of seeing and understanding literature—its genres, its forms, its styles, its methods and meanings. We will explore the common ground between literature and the other arts, while keeping in view the crucial differences.
Distribution Area: The Arts

West Roxbury: M 6:30–9:00pm, 3 Credits, Sched No 323115

Engl C204
The Nature of Literature: Fiction
An introduction to various critical approaches to the understanding and appreciation of fiction. Close reading of short stories and novels with special attention to the language and forms of fiction, as well as the writing of critical and interpretive papers. Comparison of fiction both to the visual arts (e.g., point of view, setting, imagery) and to music (e.g., prose rhythm, duration, thematic repetition, and variation). Attention to developing a sense of the milieu in which an artist works.
Prerequisite: Completion of the freshman writing requirement.
Distribution Area: The Arts.

Harbor Campus: S 11:30am–2:00pm, 3 Credits, Sched No 323406

Engl C210
Introduction to Creative Writing
An introduction to the arts through the medium of writing as well as reading poetry, fiction, and drama. Student writing is submitted weekly and discussed in class.
Prerequisite: Completion of the freshman writing requirement.
Distribution Area: The Arts.

Braintree: Tu 6:30–9:00pm, 3 Credits, Sched No 323704
Harbor Campus: S 11:30am–2:00pm, 3 Credits, Sched No 323653

Engl C225
Introduction to Shakespeare
An introduction to Shakespeare's dramatic art, with special emphasis on interpretive performances on stage and film. Students are expected to supplement the careful reading of a small number of Shakespeare's plays with the viewing of videotaped performances. Attendance at a live performance may be required.
Distribution Area: The Arts

Harbor Campus: S 8:30–11:00am, 3 Credits, Sched No 323906

Geography and Earth Science

GES 225
Weather and Climate
Atmospheric processes forming the basis for weather patterns and climatic development on a global scale. Major topics include earth-sun relationships, heating and cooling of the atmosphere, atmospheric circulation, pressure patterns, air mass formation and frontal systems, vertical zonation of climate, and the Koppen System for evaluating and classifying climatic phenomena.
Prerequisite: Sophomore standing.
Distribution Area: Natural Sciences.

West Roxbury: M 6:30–9:00pm, 3 Credits, Sched No 324956

GES 226
Physical Oceanography
The development of oceanography as a science. An introduction to the early contributors to oceanography, as well as the evolution of vessels for oceanographic research, and an introduction to methods and techniques in physical oceanography. Discussion of the geological setting and plate tectonics as this theory affects other areas of oceanography. The study of coastal processes and their effect on the coast. The course concludes with a consideration of the origin of sea water, its movements (currents, tides, waves) and its composition.
Prerequisite: Sophomore standing or permission of instructor.
Distribution Area: Natural Sciences.

Hingham: W 6:30–9:00pm, 3 Credits. Sched No 325153

History

Hist 111
Foundations of Western Civilization
After a brief survey of the ancient world, the course traces the political, economic, and cultural development of Western society from the early Middle Ages to 1715. Emphasis is given to the critical analysis of primary sources.
Distribution Area: Historical and Cultural Studies.

Downtown Center: S 11:30am–2:00pm, 3 Credits, Sched No 325355

Hist 265
American History I
Introduces students at the intermediate level to the study of American history before 1877. Subject matter encompasses virtually all aspects of American society, and the interrelationship among social structure, economic development, everyday life, culture, and formal politics is explored throughout the course. Attention is given to the nature of historical inquiry and the development of writing skills.
Prerequisite: Sophomore standing or permission of instructor.
Distribution Area. Historical and Cultural Studies.

West Roxbury: Tu 6:30–9:00pm, 3 Credits, Sched No 325557

Hist 266
American History II
A survey of American history from 1877 covering the nature of American social structure, economic development, everyday life, culture, and formal politics. Attention is given to the nature of historical inquiry and the development of writing skills.
Prerequisite: Sophomore standing or permission of instructor.
Distribution Area: Historical and Cultural Studies.

Copley: W 6:00–8:30pm, 3 Credits, Sched No 325800
Harbor Campus: S 8:30–11:00am, 3 Credits, Sched No 325759

Related Program

Library and Information Studies
By arrangement with the Graduate School of Library and Information Studies of the University of Rhode Island, UMass/Boston's Division of Continuing Education offers, each semester, credit courses meeting requirements for a University of Rhode Island master's degree in library and information studies. Please see page 11 for further information.

Linguistics

Ling Z151
Elementary American Sign Language I
This course provides an introduction to American Sign Language with an emphasis on receptive skills, vocabulary, and grammar; it also introduces the linguistics of ASL. In addition, through readings, guest speakers, and videotapes, the course seeks to help students develop their awareness of issues important to the Deaf community. The course includes time in class and in videotape lab.

Harbor Campus: Feb 6–Mar 16, TuTh 6:00–9:00pm, 3 Credits, Sched No 326805

Ling Z152
Elementary American Sign Language II
A continuation of Ling Z151 with emphasis on receptive and expressive skills.
Prerequisite: Ling Z151 or permission of instructor.

Harbor Campus: Mar 27–May 1, TuTh 6:00–9:00pm, 3 Credits, Sched No 327002

Management

MGT 130
Introduction to Business
Familiarizes students with the nature of business and its relationship to other institutions in society. The course examines business ownership, organization, management, marketing, human resources management, production, and finance. In addition, the course explores issues in the relationships between capitalism and business, the law and business, and government and business. (CEC)

Copley: Tu 6:00–8:30pm, 3 Credits, Sched No 327855
Hingham: Th 6:30–9:00pm, 3 Credits, Sched No 327759
West Roxbury: W 6:30–9:00pm, 3 Credits, Sched No 327704
Harbor Campus: S 8:30–11:00am, 3 Credits, Sched No 327800

Related Program

The Auditor's Institute
The Auditor's Institute offers non-credit courses for managers of human service programs and government agencies. Please see page 12 for further information.

Mathematics

To insure proper placement in mathematics courses, the University requires students to take a placement test prior to course enrollment. The test may be taken during on-site registration and add/drop periods as set forth in the off-campus registration schedule. The test can also be taken anytime between 10:00am and 4:00pm Monday through Friday, at the Continuing Education office on the University's Harbor Campus. Please make an appointment by calling 929-7900.

Academic Skills 034
Fundamentals of Algebra
This is a course for students who have mastered arithmetic but not beginning algebra. They are either students who never studied algebra in high school, or who studied it so long ago or so ineffectively that they must approach all introductory algebra topics as new rather than review material. The course's goals are to introduce students to algebraic notation and concepts so that they will be successful in Math 110, and in introductory physical and social science courses; and to help them develop successful study and test-taking techniques. The course covers algebraic expressions—their simplification, combination, and evaluation; linear equations—how to solve them, graph them, and use them to solve word problems; scientific notation and proportions. In order to pass the course students must satisfactorily complete all assigned work, miss no more than three classes, and place into Math 110 by the end of the semester.
Note: The fee for this two-credit course is $195.
Prerequisite: Math Placement Test only.

Braintree: TuTh 6:30–7:45pm, 2 Credits, Sched No 321204

Math 110
Basic Algebra
For students with a weak math background who want to develop skills for further math or science courses. Covers basic high school math. Topics include multiplying and factoring polynomials, linear equations and straight lines, fractional exponents and radicals, ratios of polynomials, quadratics, and word problems. Generally limited to students with less than 3 years of high school math preparation. (CEC)
Note: No student receives graduation credit for Math 110 if it is taken after successful completion of Math 124 or 130 or a higher math course.
Prerequisite: Math Placement Test only.
Distribution Area: Mathematics and Computer Languages.

Braintree: Tu 6:30–9:15pm, 3 Credits, Sched No 327204
Harbor Campus: S 8:30–11:15am, 3 Credits, Sched No 327259

Math 125
Introductory Statistics
For non-science and non-mathematics majors only. Topics include introductory statistics, covering descriptive statistics; introductory probability sufficient to enable development of inferential statistics; and inferential statistics.
Note: No student receives graduation credit for Math 125 if it is taken after successful completion of Math 345 or 645.
Not open to mathematics majors.
Prerequisite: Math Placement Test or Math 110.
Distribution Area: Mathematics and Computer Languages.

Braintree: M 6:30–9:15pm, 3 Credits, Sched No 327451
Harbor Campus: S 8:30–11:15am, 3 Credits, Sched No 327502

Related Program

Microcomputer Workshops
Please see page 12 for descriptions of special non-credit workshops for new users of microcomputers.

Music

Music C110
Listening Experience
A study of the creative processes that shape the musical artwork, emphasizing a broad range of intensive, analytical listening experiences.
Distribution Area: The Arts.

Harbor Campus: S 11:30am–2:00pm, 3 Credits, Sched No 327999

Nursing

A selection of required courses and recommended electives for UMass/Boston's Bachelor of Science program in nursing is available through the off-campus and Saturday program. While such courses are open to all who meet the prerequisites, formal admission to the College of Nursing must be sought by all those whose ultimate goal is to obtain a BS degree in nursing. Please call Mr Segelman at the College of Nursing at 929-8500 for further information.

Nurs 201
Pathophysiology
This course deals with alterations in the normal physiology of body structures. Discussion of normal state is followed by the description of physiological changes resultng in the symptoms of disease. Topics include various body systems, such as the cardiovascular, renal, respiratory, and endocrine.
Prerequisites: Biol 111, 207.
Corequisite: Biol 208.

Braintree: Th 6:30–9:00pm, 3 Credits, Sched No 329406

Nurs 314
Pharmacology
The course deals with the action of drugs on the body, especially as related to the physiology of disease, and to basic concepts of pharmacology: absorption, distribution, metabolism, excretion, routes of administration, and drug safety. Special emphasis is given to the mechanism of action of particular drugs, to side effects, and to drug interactions. Specific drugs are classified and studied according to their function and according to the system they affect, with particular attention paid to those drugs commonly used in clinical settings.
Prerequisite: Nurs 201
Corequisite: Nurs 302.

West Roxbury: M 6:30–9:00pm, 3 Credits, Sched No 329608

Occupational Education

OccEd 201
Fundamentals of Occupational Education
This course is designed to provide provisionally approved vocational education teachers with a knowledge of the historical and philosophical foundations of vocational education, information about federal and state laws pertaining to vocational education, and the skills necessary to conduct occupational analysis, carry on a VICA program, and obtain assistance from local support groups and advisory committees. It is the first of six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.

Beverly: M 5:00–7:30pm, 3 Credits, Sched No 329906
Hanover: M 5:00–7:30pm, 3 Credits, Sched No 329800
Watertown: M 5:00–7:30pm, 3 Credits, Sched No 329855

OccEd 202
Management of the Vocational Education Environment
This course is designed to train provisionally approved vocational educators in the theory and practice of effective classroom/laboratory management in a vocational setting. Instructional organization, shop organization, safety, first aid, and student management receive special emphasis. This is one of the six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.
Prerequisite: OccEd 201.

Beverly: M 7:30–10:00pm, 3 Credits, Sched No 330203
Hanover: M 7:30–10:00pm, 3 Credits, Sched No 330107
Watertown: M 7:30–10:00pm, 3 Credits, Sched No 330152

OccEd 203
Teaching Methods in Vocational Education I
This is the first of a two-course sequence dealing with the methods of teaching vocational education. In the two course sequence students will develop competencies in four major areas of teaching: 1) contemporary theories and principles of learning; 2) instructional preparation; 3) teaching methods and techniques; 4) evaluating student growth and effectiveness. This is one of the six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.

Beverly: Tu 5:00–7:30pm, 3 Credits, Sched No 330607
Bourne: Tu 5:00–7:30pm, 3 Credits, Sched No 330405
Franklin: W 5:00–7:30pm, 3 Credits, Sched No 330450
Hanover: Tu 5:00–7:30pm, 3 Credits, Sched No 330501
Watertown: Tu 5:00–7:30pm, 3 Credits, Sched No 330556

OccEd 205
Curriculum Development in Occupational Education
This course is designed to help the student develop and implement competency-based vocational education materials and procedures, including a program task list and a program advisory committee. This is one of the six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.

Beverly: Tu 7:30–10:00pm, 3 Credits, Sched No 331006
Bourne: Tu 7:30–10:00pm, 3 Credits, Sched No 330809
Franklin: Tu 7:30–10:00pm, 3 Credits, Sched No 330854
Hanover: Tu 7:30–10:00pm, 3 Credits, Sched No 330905
Watertown: Tu 7:30–10:00pm, 3 Credits, Sched No 330950

OccEd 206
Supervised Internship
The supervised internship allows students to demonstrate theoretical and methodological knowledge in classroom and laboratory settings. The student demonstrates his or her teaching skills under the guidance of a master teacher and is monitored by his or her college instructor. The course is open only to students who have satisfactorily completed OccEd 201–205. This is one of the six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.
Note: The fee for this three-credit course is $250.00.

Beverly: W 5:00–7:30pm, 3 Credits, Sched No 331304
Hanover: W 5:00–7:30pm, 3 Credits, Sched No 331208
Watertown: W 5:00–7:30pm, 3 Credits, Sched No 331253

Philosophy

Phil C108
Moral and Social Problems
Important moral and social issues of current concern are examined and debated. The course covers several problems each semester from a list including criminal punishment, war, abortion, racism, violence, the death penalty, private property, and sexism.
Distribution Area: Philosophical and Humanistic Studies.

West Roxbury: M 6:30–9:00pm, 3 Credits, Sched No 331900
Harbor Campus: S 11:30am–2:00pm, 3 Credits, Sched No 331955

Phil 120
Introduction to Logic
The forms of valid reasoning, deductive and inductive, and their role in reflective thinking; formal logic, truth functions, quantifiers, proofs of formal adequacy, the classical problem and new riddle of induction, reasoning with probabilities, and elements of game theory.
Distribution Area: Mathematics and Computer Languages.

Harbor Campus: S 8:30–11:00am, 3 Credits, Sched No 332152

Phil 222
Moral Issues in Medicine
Concepts of health, illness, healing, under different paradigms of medicine. Is medicine an art or a science? Impact of medical technology on human life, death, what is considered "natural," with attention to issues in human reproduction (e.g., in vitro fertilization, conception, abortion). Questions of authority, accountability in the doctor-patient relationship, patient advocacy, self-help, right to health care or to refuse treatment. Social and political questions of health care organization.
Distribution Area: Philosophical and Humanistic Studies.

Braintree: W 6:30–9:00pm, 3 Credits, Sched No 332354

Physical Education

PE/Dnc 155
Tap Dance: Theory and Lab
This course is open both to novices and to dancers at the intermediate level who wish to develop their skills. The course introduces the basic techniques of tap dancing.
Note: The fee for this one-credit course is $105.00

Harbor Campus: S 11:30am–2:00pm, 1 Credit, Sched No 331708

PE 221
First Aid and Cardiopulmonary Resuscitation
Students completing this course fulfill the requirements of the American Red Cross for the Standard First Aid and Safety Certificate and the Basic Life Support Cardiopulmonary Resuscitation Certificate. The course also presents basic techniques in athletic training.
Note: The fee for this two-credit course is $195.00

Harbor Campus: S 11:30am–2:00pm, 2 credits, Sched No 331506

Political Science

PolSci 122
Government and Politics of the United States
The three main branches of the national government, federalism, political parties, interest groups, and governmental functions.
Distribution Area: Social and Behavioral Sciences.

Downtown Center: S 11:30am–2:00pm, 3 Credits, Sched No 332758

PolSci C123
Political Ideas of the Twentieth Century
Major political viewpoints of the present, including conservatism, liberalism, Marxism, and fascism.
Distribution Area: Social and Behavioral Sciences.

West Roxbury: Th 6:30–9:00pm, 3 Credits, Sched No 332556

PolSci 220
International Relations
Through the examination of past and current international events, this course identifies basic principles and concepts which explain the behavior of nations; and it provides an introduction to the general area of social and behavioral sciences.
Distribution Area: Social and Behavioral Sciences.

Harbor Campus: S 8:30–11:00am, 3 Credits, Sched No 332950

Psychology

Psych 101
Introduction to Psychology
A general survey of selected content areas in psychology, including personality and human development, physiological psychology, learning, intelligence, heredity and environment, and motivation and emotion.
Distribution Area: Social and Behavioral Sciences.

Copley: Th 6:00–8:30pm, 3 Credits, Sched No 333253
West Roxbury: M 6:30–9:00pm, 3 Credits, Sched No 333157
Harbor Campus: S 11:30am–2:00pm, 3 Credits, Sched No 333208

Psych 102
Introduction to Behavioral Research
An introduction to the ways of discovering, describing, and making warranted assertions about aspects of people and social life. The chief objectives are 1) to help students develop the skills and knowledge necessary to become intelligent critics of research in the behavioral and social sciences, and 2) to give them rudimentary understanding of the design and evaluation of scientific research. Statistical material is treated in a conceptual manner. Classroom work and course examinations concentrate equally on research design and research evaluation.
Prerequisite: Psych 101.
Distribution Area: Social and Behavioral Sciences.

Harbor Campus: S 8:30–11:00am, 3 Credits, Sched No 333455

Psych 200
Personality
Conceptions of human nature are examined in light of various theories of personality. This course focuses on the theories of Freud, Adler, Sullivan, Erikson, Kelly, ego psychologists, and other theorists presenting the behavioristic and humanistic perspectives. Among the topics to be addressed are personality structure and its development; stress and coping; neurotic styles; human motives and their measurement.
Prerequisite: Psych 101.
Distribution Area: Social and Behavioral Sciences.

Copley: Tu 6:00–8:30pm, 3 Credits, Sched No 333708
Downtown Center: S 11:30am–2:00pm, 3 Credits, Sched No 333753

Psych 215
Psychopathology (Abnormal Psychology)
Etiology, dynamics, and treatment of psychopathology.
Prerequisite: Psych 101.
Distribution Area: Social and Behavioral Sciences.

Harbor Campus: S 11:30am–2:00pm, 3 Credits, Sched No 333955

Psych 241
Infancy and Childhood Development
This course explores human development from infancy to middle childhood, i.e., from childbirth to ages seven or eight. Major emphasis is placed on early perceptual, cognitive, social, and affective development, bearing the following questions in mind: How does the world of space and objects appear to the infant? How does he or she acquire knowledge and discover reality? How does the child experience the world of people and develop a sense of self? How does the child develop attachments to others and what role is played by the significant people in his or her life?
Prerequisite: Psych 101.
Distribution Area: Social and Behavioral Sciences.

Braintree: Th 6:30–9:00pm, 3 Credits, Sched No 334152

Psych 242
Adolescence
This course is designed to acquaint students with psychological characteristics of adolescent development, theoretical approaches to adolescence, and experimental studies of the causes of a variety of behaviors during adolescence. The course also focuses on major problems and characteristics of adolescents in modern society.
Prerequisite: Psych 101.
Distribution Area: Social and Behavioral Sciences.

West Roxbury: W 6:30–9:00pm, 3 Credits, Sched No 334354

Study of Religion

RelStd C104
Socrates, Jesus & Buddha
A study of three great paradigmatic figures and the different ways of life and views of reality that they represented. Attention to the social-cultural contexts in which they emerged; critical evaluation of Socrates and Jesus as sources of Western values; and exploration of why the Buddha has recently become an attractive alternative.
Distribution Area: Philosophical and Humanistic Studies.

Harbor Campus: S 11:30am–2:00pm, 3 Credits, Sched No 334556

Sociology

Sociol 101
Introduction to Sociology
The structure of society, cultural patterns, and group life. The individual and socialization, groups, institutions, social systems, social change.
Distribution Area: Social and Behavioral Sciences.

Copley: W 6:00–8:30pm, 3 Credits, Sched No 334758
Harbor Campus: S 11:30am–2:00pm, 3 Credits, Sched No 334809

Sociol 362
Juvenile Delinquency
The nature and extent of delinquency. Consideration of theories, delinquent subculture, and programs for control and prevention.
Prerequisite: Junior standing and Sociol 101.

Hingham: Tu 6:30–9:00pm, 3 Credits, Sched No 335006

Sociol 382
Social Psychology of Sex Roles–Men and Women in Society
An analysis of male and female roles in society, with consideration of biological and psychological factors. Attention to socialization processes which reflect society's functional definition of acceptable and deviant sex roles.
Prerequisite: Sociol 101.

Harbor Campus: S 11:30am–2:00pm, 3 Credits, Sched No 335208

Related Program

Alcoholism/Chemical Dependency Treatment Services
The Alcoholism/Chemical Dependency Treatment Services Program is a non-credit professional development sequence of courses designed for those working or interested in working in the field of alcoholism/chemical dependency treatment. Please see page 12 for further information.

Spanish

Span 105
Basic Spanish for Communication I
A practical approach to the study of the Spanish language: basic grammar in the context of the material presented, which focuses on the vocabulary used in such areas as business and finance, medical and hospital terminology, and oral communication in general. Intensive practice in the four language skills with an audio-lingual approach.
Distribution Area: Foreign Languages.

Braintree: W 6:30–9:00pm, 3 Credits, Sched No 335400
Harbor Campus: S 11:30am–2:00pm, 3 Credits, Sched No 335455

Span 106
Basic Spanish for Communication II
A continuation of Span 106.
Prerequisite: Spanish 105.

West Roxbury: Tu 6:30–9:00pm, 3 Credits, Sched No 335657

Women's Studies

WoSt 180a
Women, Work and Stress
An introductory level course which examines the relationships between women's paid and unpaid work experiences and their well-being. Drawing on material from medicine, psychology, sociology, literature, and history, the course critically explores the concepts of stress, stress management, sex roles, work, wellness, and wholeness. Students are encouraged to study and evaluate their own work settings and experiences.

Downtown Center: Feb 10–Apr 14, S 11:30am–2:00pm, 2 Credits, Sched No 335859

WoSt 180b
Women and Addiction
An introductory-level course which examines various theories of addiction and explores their adequacy for explaining and helping women deal with their troubled relationships with such substances as food, alcohol, and drugs. The course also examines the ways women's experience is affected by addictions of family, friends, and work associates, and explores the value of such concepts as dependency, addiction, co-dependency, eating disorders, workaholism, and love as an addiction.

Downtown Center: Apr 21–May 19, S 11:30am–2:00pm, 1 Credit, Sched No 336056

WoSt C150
Women, Culture and Identity
An introductory-level course examining the origins of present attitudes about women, critical analyses of women's situation in patriarchal cultures, and efforts by women to achieve a self-defined female identity. Drawing on materials from myth, religion, philosophy, anthropology, feminist analysis, literature, and autobiography, the course investigates cultural beliefs about woman's "nature" and role at different times and places, as well as attempts to explain the origins and persistence of women's subordination, and women's efforts to define a new identity through political and creative activity.
Distribution Area: Philosophical and Humanistic Studies.

West Roxbury: W 6:30–9:00pm, 3 Credits, Sched No 336094

Schedule of Off-Campus and Saturday Courses by Location

Please note: If any on-site registration session is cancelled due to weather conditions, it will be held on the same day and at the same time the following week.

Dept. Code, No. **Title** **Lab Fee**	Day(s), Time Credits Schedule Number

Beverly
North Shore Regional
Vocational High School
20 Balch Street

No on-site registration: Advance registration by mail or telephone only.

OccEd 201 **Fundamentals of** **Occupational Education**	M 5:00–7:30pm 3 Credits 329906
OccEd 202 **Management of the** **Vocational Education** **Environment**	M 7:30–10:00pm 3 Credits 330203
OccEd 203 **Teaching Methods in** **Vocational Education I**	Tu 5:00–7:30pm 3 Credits 330607
OccEd 205 **Curriculum Development in** **Occupational Education**	Tu 7:30–10:00pm 3 Credits 331006
OccEd 206 **Supervised Internship** Note: Course fee is $250.00	W 5:00–7:30pm 3 Credits 331304

Bourne
Upper Cape Cod Regional
Vocational High School
20 Sandwich Road

No on-site registration: Advance registration by mail or telephone only.

OccEd 203 **Teaching Methods in** **Vocational Education I**	Tu 5:00–7:30pm 3 Credits 330405
OccEd 205 **Curriculum Development in** **Occupational Education**	Tu 7:30–10:00pm 3 Credits 330809

Braintree
Braintree High School
128 Town Road

On-site registration: January 22, 6:00–8:00pm*

Academic Skills 034 **Fundamentals of Algebra** (Note: Course fee $195.)	TuTh 6:30–7:45pm 2 Credits 321204
AF 201 **Personal Finance**	Th 6:30–9:00pm 3 Credits 319200
AF 210 **Financial Accounting**	M 6:30–9:00pm 3 Credits 319457
AF 211 **Managerial Accounting**	W 6:30–9:00pm 3 Credits 319755
AmSt C202 **The Twenties**	M 6:30–9:00pm 3 Credits 320007
Chem 108 **Introduction to Chemistry II** Lab fee: $35.00	TuTh 6:00–9:00pm 4 Credits 322305
Econ 101 **Introduction to** **Microeconomics**	Tu 6:30–9:00pm 3 Credits 322507
Engl 101 **Freshman English I**	MW 6:30–7:45pm 3 Credits 324103
Engl Z106 **Oral Communication**	W 6:30–9:00pm 3 Credits 324709
Engl C210 **Introduction to** **Creative Writing**	Tu 6:30–9:00pm 3 Credits 323704
Math 110** **Basic Algebra**	Tu 6:30–9:15pm 3 Credits 327204
Math 125 **Introductory Statistics**	M 6:30–9:15pm 3 Credits 327451
Nurs 201 **Pathophysiology**	Th 6:30–9:00pm 3 Credits 329406
Phil 222 **Moral Issues in Medicine**	W 6:30–9:00pm 3 Credits 332354
Psych 241 **Infancy and Childhood** **Development**	Th 6:30–9:00pm 3 Credits 334152
Span 105 **Basic Spanish for** **Communication I**	W 6:30–9:00pm 3 Credits 335400

New Site!

Copley Square, Boston
Muriel S. Snowden International School
150 Newbury Street

On-site registration: January 25, 6:00–8:00pm*

AF 210 **Financial Accounting**	W 6:00–8:30pm 3 Credits 319553
Econ 101 **Introduction to** **Microeconomics**	Th 6:00–8:30pm 3 Credits 322603
Hist 266 **American History II**	W 6:00–8:30pm 3 Credits 325800
MGT 130 **Introduction to Business**	Tu 6:00–8:30pm 3 Credits 327855
Psych 101 **Introduction to Psychology**	Th 6:00–8:30pm 3 Credits 333253
Psych 200 **Personality**	Tu 6:00–8:30pm 3 Credits 333708
Sociol 101 **Introduction to Sociology**	W 6:00–8:30pm 3 Credits 334758

Franklin
Tri-County Regional Vocational
Technical High School
147 Pond Street

No on-site registration: Advance registration by mail or telephone only.

OccEd 203 **Teaching Methods in** **Vocational Education I**	W 5:00–7:30pm 3 Credits 330450
OccEd 205 **Curriculum Development** **in Occupational Education**	Tu 7:30–10:00pm 3 Credits 330854

Hanover
South Shore Regional
Vocational High School
Webster Street

No on-site registration: Advance registration by mail or telephone only.

OccEd 201 **Fundamentals of** **Occupational Education**	M 5:00–7:30pm 3 Credits 329800
OccEd 202 **Management of the** **Vocational Education** **Environment**	M 7:30–10:00pm 3 Credits 330107
OccEd 203 **Teaching Methods in** **Vocational Education I**	Tu 5:00–7:30pm 23 Credits 330501
OccEd 205 **Curriculum Development in** **Occupational Education**	Tu 7:30–10:00pm 3 Credits 330905
OccEd 206 **Supervised Internship** Note: Course fee is $250.00	W 5:00–7:30pm 3 Credits 331208

Hingham
Hingham High School
41 Pleasant Street

On-site registration: January 23, 4:00–7:00pm*

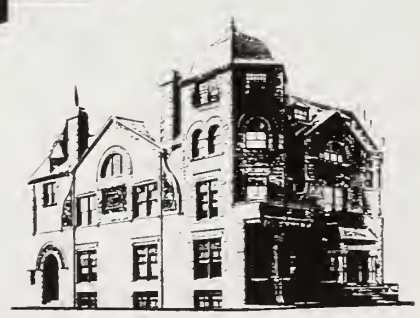
Biol 108 **Intoduction to Nutrition**	Tu 6:30–9:00pm 3 Credits 321608
Engl 102 **Freshman English II**	MW 6:30–7:45pm 3 Credits 324401
GES 226 **Physical Oceanography**	W 6:30–9:00pm 3 Credits 325153
MGT 130 **Introduction to Business**	Th 6:30–9:00pm 3 Credits 327759
Sociol 362 **Juvenile Delinquincy**	Tu 6:30–9:00pm 3 Credits 335006

Watertown
Watertown High School
51 Columbia Street

No on-site registration: Advance registration by mail or telephone only.

OccEd 201 **Fundamentals of** **Occupational Education**	M 5:00–7:30pm 3 Credits 329855
OccEd 202 **Management of the** **Vocational Education** **Environment**	M 7:30–10:00pm 3 Credits 330152
OccEd 203 **Teaching Methods in** **Vocational Education I**	Tu 5:00–7:30pm 3 Credits 330556
OccEd 205 **Curriculum Development in** **Occupational Education**	Tu 7:30–10:00pm 3 Credits 330950
OccEd 206 **Supervised Internship** Note: Course fee is $250.00	W 5:00–7:30pm 3 Credits 331253

New Site this spring!
Snowden International School at
Copley Square in Back Bay Boston!!



Schedule of Off-Campus and Saturday Courses by Location Continued

West Roxbury
West Roxbury High School
1205 VFW Parkway

On-site registration: January 22, 6:00–8:00pm*

Biol 108 **Introduction to Nutrition**	W 6:30–9:00pm 3 Credits 321653
Biol 111 **General Biology I** Lab fee: $20.00	TuTh 6:00–9:00pm 4 Credits 321906
Biol 112 **General Biology II** Lab fee: $20.00	MW 6:00–9:00pm 4 Credits 322103
Engl 101 **Freshman English I**	TuTh 6:30–7:45pm 3 Credits 324158
Engl 102 **Freshman English II**	TuTh 6:30–7:45pm 3 Credits 324456
Engl C130 **Introduction to the Art of Literature**	M 6:30–9:00pm 3 Credits 323115
GES 225 **Weather and Climate**	M 6:30–9:00pm 3 Credits 324956
Hist 265 **American History I**	Tu 6:30–9:00pm 3 Credits 325557
MGT 130 **Introduction to Business**	W 6:30–9:00pm 3 Credits 327704
Nurs 314 **Pharmacology**	M 6:30–9:00pm 3 Credits 329608
Phil C108 **Moral and Social Problems**	M 6:30–9:00pm 3 Credits 331900
PolSci C123 **Political Ideas of the Twentieth Century**	Th 6:30–9:00pm 3 Credits 332556
Psych 101 **Introduction to Psychology**	M 6:30–9:00pm 3 Credits 333157
Psych 242 **Adolescence**	W 6:30–9:00pm 3 Credits 334354
Span 106 **Basic Spanish for Communication II**	Tu 6:30–9:00pm 3 Credits 335657
WoSt C150 **Women, Culture and Identity**	W 6:30–9:00pm 3 Credits 336094

UMass/Boston Downtown Center
Arlington and Stuart Streets
(Park Plaza)
Boston, MA

On-site registration: January 20, 10:00am–12:00noon*

AmSt C206 **The Sixties**	Th 6:00–8:30pm 3 Credits 320209
Biol 108 **Introduction to Nutrition**	S 8:30–11:00am 3 Credits 321704
Econ 101 **Introduction to Microeconomics**	S 8:30–11:00am 3 Credits 322552
Engl 101** **Freshman English I**	S 8:30–11:00am 3 Credits 324209
Engl 102 **Freshman English II**	S 8:30–11:00am 3 Credits 324507
Engl Z106 **Oral Communication**	S 11:30am–2:00pm 3 Credits 324754
Hist 111 **Foundations of Western Civilization**	S 11:30am–2:00pm 3 Credits 325355
PolSci 122 **Government and Politics of the United States**	S 11:30am–2:00pm 3 Credits 332758
Psych 200 **Personality**	S 11:30am–2:00pm 3 Credits 333753
WoSt 180a **Women, Work and Stress**	S 11:30am–2:00pm (Feb 10–Apr 14) 2 Credits 335859
WoSt 180b **Women and Addiction**	S 11:30am–2:00pm (Apr 21–May 19) 1 Credit 336056

UMass/Boston Harbor Campus
Boston, MA

On-site registration: M–Th 8:30am–7:00pm; F 8:30am–4:00pm; (Please note schedule change during intersession: Dec 26–Jan 19, M–Th 8:30am–6:00pm; F 8:30am–4:00pm); Division of Continuing Education Office, Wheatley Hall, 2nd Floor, Room 203*

AF 210 **Financial Accounting**	S 8:30–11:00am 3 Credits 319508
AF 211 **Managerial Accounting**	S 8:30–11:00am 3 Credits 319806
AmSt 310 **Television in American Life**	S 11:30am–2:00pm 3 Credits 320401
Art 250 **Art of the Twentieth Century**	S 8:30–11:00am 3 Credits 320805
Art 265 **Film Analysis** Lab fee: $30.00	S 11:30am–3:00pm 3 Credits 320867
Biol 101 **The Basis of Life**	S 8:30–11:00am 3 Credits 321420
Econ 102 **Introduction to Macroeconomics**	S 11:30am–2:00pm 3 Credits 322805
Econ 331 **Money and Financial Institutions**	S 8:30–11:00am 3 Credits 323002
Engl C204 **The Nature of Literature: Fiction**	S 11:30am–2:00pm 3 Credits 323406
Engl C210 **Introduction to Creative Writing**	S 11:30am–2:00pm 3 Credits 323653
Engl C225 **Introduction to Shakespeare**	S 8:30–11:00am 3 Credits 323906
Hist 266 **American History II**	S 8:30–11:00am 3 Credits 325759
Ling Z151 **Elementary American Sign Language I**	TuTh 6:00–9:00pm (Feb 6-Mar 16) 3 Credits 326805
Ling Z152 **Elementary American Sign Language II**	TuTh 6:00–9:00pm (Mar 27-May 1) 3 Credits 327002
MGT 130 **Introduction to Business**	S 8:30–11:00am 23 Credits 327800
Math 110** **Basic Algebra**	S 8:30–11:15am 3 Credits 327259
Math 125** **Introductory Statistics**	S 8:30–11:15am 3 Credits 327502
Music C110 **The Listening Experience**	S 11:30am–2:00pm 3 Credits 327999
Phil C108 **Moral and Social Problems**	S 11:30am–2:00pm 3 Credits 331955
Phil 120 **Introduction to Logic**	S 8:30-11:00am 3 Credits 332152
PE/Dnc 155 **Tap Dance: Theory and Lab** Note: Course fee is $105.00	S 11:30am–2:00pm 1 Credit 331708
PE 221 **First Aid/CPR** Note: Course fee is $195.00	S 11:30am-2:00pm 2 Credits 331506
PolSci 220 **International Relations**	S 8:30–11:00am 3 Credits 332950
Psych 101 **Introduction to Psychology**	S 11:30am–2:00pm 3 Credits 333208
Psych 102 **Introduction to Behavioral Research**	S 8:30–11:00am 3 Credits 333455
Psych 215 **Psychopathology**	S 11:30am–2:00pm 3 Credits 333955
RelStd C104 **Socrates, Jesus, and Buddha**	S 11:30am–2:00pm 3 Credits 334556
Sociol 101 **Introduction to Sociology**	S 11:30am–2:00pm 3 Credits 334809
Sociol 382 **Social Psychology of Sex Roles: Men and Women in Society**	S 11:30am–2:00pm 3 Credits 335208
Span 105 **Basic Spanish for Communication I**	S 11:30am–2:00pm 3 Credits 335455

** For your convenience, you may register at this site for courses offered here or at any other location.*

****Math Placement Test**

It is greatly to the advantage of the student to be placed in the proper course. To ensure placement in the right course, each student will be required to take a Math Placement Test before being admitted to a course that requires this test as indicated in its description. This step will prevent loss of time in switching courses or obtaining refunds after classes have begun. Please call 929-7900 for further information, and to schedule appointments to take the placement test.

Register early!
Early registration helps assure that the course you want will be available when you need it. Why not mail or telephone your course selection now?

Further Information: Continuing Education Courses

Adding and Dropping Courses

Any student may add or drop courses before the Add/Drop deadline (see Academic Calendar). The student must obtain an Add/Drop form from the Continuing Education Office at the Harbor Campus (Wheatley Hall, 2nd floor, room 203), have the form signed by the instructors of the courses involved, and return the form to the Continuing Education office.

Withdrawing from Courses

Any student withdrawing from a course after the Add/Drop deadline (see Academic Calendar) will receive a grade of "W" for that course. Withdrawal forms are available at the Continuing Education Office (Wheatley Hall, 2nd floor, room 203). Failure to submit a withdrawal form before 4:00pm on the last day of the withdrawal period will result in a grade of "F."

Refunds

A student who withdraws from a course will be granted a refund according to the schedule below. Non-attendance does not constitute withdrawal. Students withdrawing from either credit or non-credit courses must file a valid withdrawal form with the Continuing Education Office.

For courses scheduled for ten or more class meetings:

Withdrawal before the first class meeting	100% Refund
Withdrawal before the second class meeting	90% Refund
Withdrawal before the third class meeting	50% Refund
Withdrawal after the third class meeting	No Refund

For courses scheduled for 6–9 class meetings:

Withdrawal before the first class meeting	100% Refund
Withdrawal before the second class meeting	80% Refund
Withdrawal after the second class meeting	No Refund

For courses scheduled for 1–5 class meetings:

Withdrawal before the first class meeting	100% Refund
Withdrawal after the first class meeting	No Refund

Whenever a refund is due, either because the student wishing the refund has withdrawn from a course or because the University has cancelled the course, the student must initiate the refund procedure by notifying the Continuing Education Office. Refunds will not be processed until after the Add/Drop period.

The amounts of all refunds are computed on the basis of withdrawal dates established by the Office of Registration and Records. If a student has made a payment with Master Card or VISA, the refund must be returned as a credit to the student's Master Card or VISA account. Unless a course has been cancelled by the University, the $20 registration fee is not refundable.

Please allow six to eight weeks for the processing of any refund.

Cancellations of Underenrolled Courses

The Division of Continuing Education is supported by student course fees. No state funding is available to help the Division of Continuing Education pay faculty salaries and meet overhead expenses. The Division must therefore cancel underenrolled courses. Before classes begin each term—generally during the week after the regular registration deadline—the Division projects enrollments according to the numbers of students already registered and decides whether to cancel courses that may be underenrolled. The Division makes every effort to offer courses in which there is a clear interest and, whenever courses are approaching minimum enrollment, postpones cancellation decisions until the first meeting of those courses. However, students are encouraged to register early. There is no risk of cancellation when courses are fully enrolled by the end of the regular registration period. Any student who has registered for a course that is cancelled may register for another course or request a refund. The course fee will be refunded in full to any student who has paid for a cancelled course and does not wish to register for another course in its place. If all courses for which the student has registered are cancelled, service fees will also be refunded.

Emergency Cancellations of Classes

When classes and activities held at the Harbor Campus or Downtown Center are cancelled because of snow or other emergencies, the University will announce cancellations beginning at 6:00am on radio stations WBZ-AM (1030), WHDH-AM (850), WEEI-AM (590), WEZE-AM (1260), and WBCN-FM (104.1). WCVB-TV (Channel 5) will also carry cancellation announcements 6:00–7:00am, Monday through Friday.

Students taking classes at off-campus sites should listen for radio announcements concerning closing of those locations.

Books

Books for all credit courses offered on or off campus may be purchased at the UMass/Boston bookstore. The bookstore is located in the Robert H Quinn Administration Building at UMass/Boston's Harbor Campus. The Bookstore is open Monday–Thursday, 8:30am–6:00pm; Friday, 8:30am–5:00pm. At the beginning of the semester additional evening and Saturday hours are scheduled. The hours are: Feb 5–8 M–Th, 8:30am–7:00pm; Friday, Feb 9, 8:30am–5:00pm; Saturday, Feb 10, 10:00am–2:00pm; Feb 12–15 M–Th, 8:30am–7:00pm, and Friday, Feb 16, 8:30am–5:00pm. For further information, call 929-7250.

Transcripts

All students who wish transcripts sent to other schools must complete transcript request forms in the Office of Registration and Records. The cost of an official transcript is $2.00.

I.D. Cards

All on-campus students are required to carry I.D. cards. Continuing Education students not paying all University student service fees may obtain special I.D. cards for the use of on-campus libraries. These cards do not entitle the bearer to the use of athletic facilities or health services, or to student activities that require the payment of additional fees. Cards may be obtained at the Harbor Campus through the INFO Office (Wheatley Hall, 4th floor, room 181) during the following hours: Monday through Thursday 9:30am–12:00noon; 1:00–4:00pm; 5:00–6:00pm. The INFO Office will also be open on the first two Saturdays of the semester, February 10 and 17, from 10:00am until 2:00pm. The charge is $2.00.

The I.D. card fee will be included in the tuition bill of students registered for courses offered through state-funded programs (including all Extended Day courses). These students are not required to pay separately for I.D. cards.

Academic Standing

Degree-Seeking Students

A degree-seeking student who has been dismissed or suspended, or who is on academic probation, may not register for Continuing Education courses, and may not enroll as a non-degree-seeking student. For more complete information regarding retention, please refer to the "Academic Regulations" section of the UMass/Boston undergraduate catalog.

Non-Degree-Seeking Students

All non-degree-seeking students are subject to the following minimum retention standards:

Total UMass/Boston credits	Minimum cumulative average
1–11	1.75
12 and above	2.00

A non-degree-seeking student who does not meet these retention standards shall be dismissed from the University. All appeals for reinstatement should be directed to the Faculty Council Committee on Standards and Credit. The materials required for such an appeal are:

1. a typed letter of appeal stating
   a) the reasons leading to the academic standing;
   b) the student's academic goals; and
2. Transcripts from other schools attended.

A letter of recommendation from a UMass/Boston faculty member, accompanying these materials, is optional.

Materials should be submitted to: Faculty Council Committee on Standards and Credit, Office of Registration and Records, University of Massachusetts at Boston, Harbor Campus, Boston, MA 02125-3393.

The deadlines for submitting reinstatement appeals are June 1 for summer or fall registration and November 1 for spring registration.

Special Programs

The special programs offered by the Division of Continuing Education serve various business and professional groups, individuals seeking instruction in specialized fields, and those who wish simply to explore new areas of interest.

Among the special offerings this semester are University of Rhode Island credit courses at the graduate level leading to the master's degree in library and information studies.

The Division also conducts a range of special non-credit programs. Courses offered through these programs are taught by specialists selected by the University for their acknowledged expertise in particular areas. Special non-credit programs maintain the same high standards as all other University programs. Many non-credit offerings carry Continuing Education Units (CEUs). The CEU is a nationally recognized standard unit measuring participation in non-credit programs. Although it does not imply academic credit, transcripts of CEUs are permanently maintained by the University and may be used to document continuing education to employers, academic institutions, and other appropriate agencies.

Many programs are the result of the Division's cooperation with groups and institutions in the larger community. The Division can also assist professional groups in organizing and conducting conferences, workshops, and seminars, and welcomes proposals or suggestions for additional activities it might sponsor. For additional information about how Continuing Education might help your group, please contact A. Collins Jenko at 617 929-7900.

Graduate Study in Library and Information Studies

The Program

By arrangement with the Graduate School of Library and Information Studies of the University of Rhode Island, UMass/Boston's Division of Continuing Education offers courses each semester that meet the requirements for a University of Rhode Island master's degree in library and information studies (MLIS). The MLIS degree requires 36 hours of credit, of which 21 hours may be completed in Boston. Fifteen hours must be completed at the University of Rhode Island's Kingston campus. To be eligible for the degree program, students must possess a bachelor's degree from an accredited college or university with a grade point average of B or better. It is not necessary to be enrolled in the degree program to take courses: the Graduate School of Library and Information Studies encourages library employees interested in continuing education to enroll in one or more courses. However, a bachelor's degree is still required for enrollment on that basis. The program leading to the MLIS degree is accredited by the American Library Association; the School Library Media Specialist Program is accredited by the National Association of State Directors of Teacher Certification (NASDTEC) and approved by the Interstate Certification Compact states.

For more information about the Graduate Program in Library and Information Studies, please write or call Patricia Jensen, Assistant to the Director for Regional Studies, Graduate School of Library and Information Studies, University of Rhode Island, Rodman Hall, Kingston, R.I. 02881; 401 792-2878.

The courses presently being offered at UMass/Boston's Harbor Campus are:

LSC 504
Reference and Information Services
Practical experience in the use of basic reference materials, with readings and discussion of the theoretical and administrative aspects of reference work

Feb 6–May 22, Tu 6:00–8:30pm, Harbor Campus, 3 University of Rhode Island graduate credits, Sched No 50504-51

LSC 546
Computer Systems in Library Automation
Introduction to principles of systems analysis and the tools of analysis. Study of computer hardware and software, and the application of new technologies to library operations and services.

Feb 8–May 24, Th 6:00–8:30pm, Harbor Campus, 3 University of Rhode Island credits, Sched No 50546-51

The fee for each course is $405.00. To register, please use the Registration Form for Special Programs in this Bulletin. For further information about these and other library and information studies courses offered in Boston through this program, please write or call the Division of Continuing Education, University of Massachusetts at Boston, Harbor Campus, Boston, MA 02125-3393, 617 929-7900.

How to Register

For your convenience, registration for the Division of Continuing Education's non-credit programs, and for courses in Library and Information Studies, is conducted primarily by mail or telephone. To register by mail, use the form on this page. To register by telephone, you must charge fees to a MasterCard or VISA account. The number to call is 929-7933. To avoid paying a $25.00 late fee, you must register at least one week prior to the course starting date.

Students who would rather register in person may do so at the Division of Continuing Education's office at the Harbor Campus (Wheatley Hall, 2nd Floor, Room 203) during the following times: M–Th, 8:30am–7:00pm; F, 8:30am–4:30pm. (Please note schedule change during intersession: Dec 26–Jan 19, M–Th 8:30am–6:00pm; F 8:30am–4:00pm). Please note that cash payments can be accepted only at the Bursar's Office at the Harbor Campus (Robert H Quinn Administration Building, 2nd Floor; M–F, 9:00am–3:30pm). The Bursar's Office will give you a receipt, which you must submit with your registration form.

No matter how you register, you will receive written confirmation of your registration about a week before your course or program begins.

If you have any further questions, call us at 929-7900.

Registration Form for Special Programs

Please be sure to provide the numbers requested below. They are needed for coding purposes.

Social Security # _____ – _____ – _____ Date _____

Name _____
Last First Middle Initial

Address _____
No Street City State Zip

Daytime Phone: ( ) _____ **Date of Birth** _____
Mo Day Year

Evening Phone: ( ) _____

Course Selections

Sched. No.	Start Date	Title	Fee

MasterCard and VISA Only

The University of Massachusetts at Boston, Division of Continuing Education, will accept MasterCard or VISA for payment of fees. If you would like to make use of this service, please provide the information requested

Account No _____

Expiration Date _____

Student's Name (Print) _____

Student's Signature _____

Print name of person to whom card was issued if different from above

If a student withdraws or a course is cancelled, the refund will be made only as a credit to the student's MasterCard or VISA account.

Note: when you use this form to register by mail, your cancelled checks will be your receipt. To register using company/agency purchase order, please call (617) 929-7933 between 9.00am and 5:00pm, Monday through Friday

Payment $ _____

Late Fee (if applicable) $25.00

Total Payment Enclosed $ _____

Full payment must accompany all registrations.

Method of Payment

O VISA O MasterCard

O Check O Other

Make checks payable to University of Massachusetts—Continuing Education

Send checks and forms to:
Division of Continuing Education
Box NC
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125-3393

For Office Use

Rec'd Date: _____

Batch: Bank No.: _____

For Office Use

Save time!
Register now by mail or telephone. See page 3 for details.

Descriptions of Non-Credit Special Programs

Alcoholism/Chemical Dependency Treatment Services: A Professional Development Sequence

The Alcoholism/Chemical Dependency Treatment Services Program is designed for those working or interested in working in the treatment of alcoholism/chemical dependency. Participants will:

- acquire classroom and field experience in the various approaches to treating alcoholism/chemical dependency;
- become familiar with the management and operation of alcoholism/chemical dependency rehabilitation and detoxification centers.
- learn how to assess community needs and how to act as leaders in alcoholism/chemical dependency treatment services and administration.

The program consists of five required courses and a required practicum (which includes a required pre-practicum workshop). Each course carries three Continuing Education Units (CEUs); the pre-practicum workshop carries two CEUs; the practicum carries ten CEUs. Each participant completing the program receives a certificate.

Psychopharmacology
Prerequisite: Permission of program director

Feb 6–May 22, Tu 7:30–9:30pm, Sched No 96569-51, 3 CEUs, Fee: $240.00

Family Alcoholism and Chemical Dependency Treatment
Prerequisite: Permission of program director

Feb 6–May 22, Tu 5:00–7:30pm, Sched No 96565-51, 3 CEUs, Fee: $240.00

The Use of Alcohol and Other Drugs in Society
Prerequisite: Permission of program director

Feb 3–May 19, S 9:00–11:00am, Sched No 96550-51, 3 CEUs, Fee: $240.00

Counseling the Alcoholic and Other Chemically Dependent Persons
Prerequisite: Permission of program director

Feb 3–May 19, S 1:00–3:00pm, Sched No 96551-51, 3 CEUs, Fee: $240.00

The Delivery of Alcoholism/Chemical Dependency Treatment Services
Prerequisite: Permission of program director

Feb 3–May 19, S 11:00am–1:00pm, Sched No 96552-51, 3 CEUs, Fee: $240.00

Pre-Practicum Workshop
Prerequisite: Permission of program director

By arrangement with program director, Sched No 96549-51, 2 CEUs, Fee: $200.00

Practicum in Alcoholism/Chemical Dependency Rehabilitation
Prerequisite: Permission of program director

By arrangement with program director. First meeting: Saturday, February 3, 9:00 am, Sched No 96561-51, 10 CEUs, Fee: $800.00

Related Course

Group Treatment of Addictions

The treatment of choice for addictions is group therapy. This course examines the dynamics which explain the effectiveness of group therapy for the treatment of addictions. Participants receive instruction and experience in the facilitation of these processes within a group.

This course, although not required for the certificate in Alcoholism/Chemical Dependency Treatment Services, is strongly recommended for persons working in the treatment of alcoholism/chemical dependency. The course is taught by Diane Doyle-Pita, PhD, a licensed psychologist and independent substance abuse therapist.

Feb 5–May 21, M 5:00–7:00pm, Sched No 96566-51, 3 CEU's, Fee: $240.00

All persons wishing to register for courses offered through the Alcoholism/Chemical Dependency Treatment Services program must obtain the prior approval of Jack Shea, the program director. Further information about registration requirements or about any other aspect of the program is available from Jack Shea, Director, Alcoholism/Chemical Dependency Treatment Services Program, Division of Continuing Education, University of Massachusetts at Boston, Downtown Center, Boston, MA 02125-3393, 617 929-7900.

The Auditor's Institute

A collaborative training program co-sponsored by the Division of Continuing Education and the Office of the State Auditor, the Institute is committed to providing persons interested in government and associated private-sector operations with the tools needed to promote the sound and efficient management of public resources.

The Institute offers programming related to human service management, as well as various topics in governmental auditing. The Institute welcomes requests for further information concerning its programs, as well as suggestions for new offerings. Further information about the Auditor's Institute is available from Jack Hughes, Director of Professional Training Programs, Division of Continuing Education, University of Massachusetts at Boston, Downtown Center, Boston, MA 02125-3393, 617 929-7900.

Graduate Test Preparation Courses

Developed in cooperation with the Office of Career Services, these review courses provide intensive classroom sessions covering all sections of each exam. Each course involves extensive exam practice, including a full-length practice test given under exam conditions. These courses have been scheduled in advance of the dates of tests for which students are preparing.

Enrollment is limited. Please register early.

Review for the Graduate Record Examination (GRE)

Review for the February 5 GRE
Dec 26–Feb 1, TuTh 6:00–9:00pm, Sched No 10000-51, Fee: $275.00

Review for the April 21 GRE
Mar 8–Apr 19, TuTh 6:00–9:00pm, Sched No 10000-52, Fee: $275.00

Review for the June 9 GRE
May 1–Jun 7, TuTh 6:00–9:00pm, Sched No 10000-53, Fee: $275.00

Review for the Graduate Management Admission Test (GMAT)

Review for the January 27 GMAT
Dec 6–Jan 24, MW 6:00–9:00pm, Sched No 10002-51, Fee: $275.00

Review for the Law School Admission Test (LSAT)

Review for the February 10 LSAT
Dec 28–Feb 8, TuTh 6:00–9:00pm, Sched No 10001-51, Fee: $275.00

Microcomputer Workshops

These practical, hands-on workshops are designed to introduce new users to IBM-PC (or compatible) personal computers, or to build on previously acquired fundamental skills. Participants in these workshops have additional access to the microcomputer lab outside class time for self-directed practice of material covered during class.

Please note: These workshops are open to matriculated, non-degree-seeking, and certificate students. For students in UMass/Boston's College of Arts and Sciences, they can provide assistance toward completion of the CAS certification in computer competence.

Introductory Personal Computer Literacy

This workshop presents an overview of the operating system of the IBM-PC (or compatible) and introduces the novice to basic applications: word processing, spreadsheets, business graphics, database management, and communications. No previous microcomputer experience is required.

March 3, 10, 24, Sat 9:30am–1:00pm, Harbor Campus, Healey Library, 3rd floor, Lab 3-B, Mr DiGuardia, Sched No 89995-51, Fee: $150 (plus $25 lab fee)

Introduction to WordPerfect on the IBM-PC

Basic word-processing skills using WordPerfect on the IBM-PC. Topics include creating, saving, and editing documents; use of insert, copy, move, delete, and spell-checking functions; formatting and printing files. Some advanced features, such as merge printing and macros, are covered, as time permits. No microcomputer or word processing experience is required. Limited enrollment.

February 6, 13, 15, 20, 22, 27, TuTh 6:00–8:30pm, Harbor Campus, Healey Library, 3rd floor, Lab 3-A, Ms Lally, Sched No 89998-51, Fee: $150.00 (plus $25 lab fee)

Advanced Lotus 1-2-3 on the IBM-PC

This course is designed for those who have had some experience with commonly used spreadsheet commands (such as edit, copy, move, graph, sort, and query) but who wish to explore advanced spreadsheet designs, file management, functions, macros, and custom menus.

March 31, April 7, 21, 28, Sat 9:30am–1:30pm, Harbor Campus, Healey Library, 3rd floor, Lab 3-B, Mr Kelly, Sched No 89996-51, Fee: $150.00 (plus $25 lab fee)

For more information . . .

If you have questions about the University, the Division of Continuing Education, career or academic planning, call Mary Lang Crumlin at 929-7900.